



## Personnel and Administrative Policy and Procedure

<b>SUBJECT:</b> Fragrances	<b>EFFECTIVE DATE:</b> January 15, 2008 <b>REVIEWED:</b> May 2011 <b>REVISED:</b>
<b>CATEGORY:</b> 200 <b>POLICY NUMBER:</b> 200.22	<b>CROSS REFERENCE:</b>

**Purpose:** To reduce the potential impact on the health of co-workers.

### Definitions

Strong Fragrances: These are fragrances easily detected to the average person. This could include cologne, perfume, scented lotion, aftershave etc. Exceptions are made for prescription medications such as ointments that have a strong odor.

**Scope:** All employees.

**Policy :** Wearing of strong fragrances on the job or in City facilities is not allowed.

### Responsibilities

#### Supervisors:

- Monitor the workplace.
- Take corrective action should there be any violation of this policy.

#### Employees:

- Comply with this policy.
- Bring any potential violations of this policy to the attention of his/her supervisor or the Human Resources Director.